

# Lactation Accommodation Policy



<b>Policy Scope:</b> Citywide	<b>Review Cycle:</b> 2 years
<b>Version:</b> 1.0	<b>Next Review Date:</b> 03/01/2023
<b>Effective Date:</b> 03/01/2021	<b>Last Amended:</b> NA

## Administrative Entity

Department of Human Resources  
(916) 808-5731  
[humanresources@cityofsacramento.org](mailto:humanresources@cityofsacramento.org)

## Related Regulatory References

California Labor Code Sections 1030-1033

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## **Policy Statement**

The purpose of this policy is to provide a supportive environment that enables employees to express breast milk in an appropriate space within close proximity to the employee's work area, and to provide a reasonable amount of break time in accordance with California Labor Code sections 1030-1033. The City prohibits discrimination or retaliation against lactating employees for exercising their rights to express breast milk at work.

## **Policy Directive**

### **Lactation Breaks**

- A. The City will provide a reasonable amount of break time to accommodate an employee desiring to express breast milk for the employee's infant child each time the employee has a need to express milk. Employees desiring to express breast milk beyond twelve months for an infant child may request an accommodation which will be reviewed on a case-by-case basis.
- B. The break period for lactation purposes shall, if possible, run concurrently with the break periods already provided. If the employee takes lactation breaks at times other than their provided break periods, then the lactation break will be unpaid or the employee may choose to use accrued leave.
- C. Those employees desiring to take a lactation break at times other than their provided break periods must receive prior approval from their supervisor before taking such a break.
- D. Once the supervisor has approved the lactation break for times other than their provided break periods, the break period should not be interrupted except for emergency or exigent circumstances.

### **Lactation Facilities**

- A. The City will provide a lactation room or location other than a bathroom that is in close proximity to the employee's work area that is shielded from view and free from intrusion while being used for expressing milk.
- B. An appropriate location may include the employee's own office, another private office not in use, or any available area with a locking door where the employee can have privacy from others for lactation purposes. Departments are encouraged to identify appropriate facilities in advance of the employee's return to work after childbirth.
- C. The space must have access to electricity or alternative devices necessary for an employee to operate an electric or battery-powered breast pump.
- D. The space must be safe, clean, and free of hazardous materials.
- E. The space must provide a surface for the employee to place their breast pump and personal items and a place to sit.
- F. The City will provide access to a sink with running water and a refrigerator suitable for storing milk in close proximity to the employee's workspace. If a refrigerator cannot be provided, the City may provide another cooling device suitable for storing milk.

Where a multipurpose room is used for lactation, among other uses, the use of the room for lactation shall take precedence over other uses, but only for the time it is in use for lactation purposes

## **Signing Authority**

### Charter Officer Review and Acknowledgement

Howard Chan, City Manager


Susana Alcala Wood, City Attorney

Jorge Oseguera, City Auditor

Mindy Cuppy, City Clerk


John Colville, City Treasurer

## SIGNATURES

Signature:   
[Susana Alcala Wood \(Mar 24, 2021 15:34 PDT\)](#)  
Susana Alcala Wood  
Title: City Attorney

Mar 24, 2021

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Signature:   
[Jorge Oseguera \(Mar 24, 2021 15:33 PDT\)](#)  
Jorge Oseguera  
Title: City Auditor

Mar 24, 2021

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Signature:   
Mindy Cuppy  
Title: City Clerk


Mar 24, 2021

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Signature:   
[Howard Chan \(Apr 5, 2021 00:05 PDT\)](#)  
Howard Chan  
Title: City Manager

Apr 5, 2021

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Signature:   
[John P Colville Jr \(Mar 24, 2021 15:19 PDT\)](#)  
John P Colville Jr  
Title: City Treasurer

Mar 24, 2021

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# Lactation Accommodation Procedure

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## Requesting Lactation Accommodation

Prior to returning to work, the employee must notify the Department of Human Resources ADA Coordinator, either orally or in writing, of the need for a lactation accommodation at (916) 808-5731 or via email [ADA@cityofsacramento.org](mailto:ADA@cityofsacramento.org).

## Department of Human Resources

Upon receipt of a request for lactation accommodation, the ADA Coordinator will work with the appropriate department to provide a timely written response informing the employee of available lactation facilities.

## Filing a Complaint

An employee who does not believe that the City of Sacramento is providing them with an appropriate lactation accommodation including appropriate facilities and reasonable break times, as required by state law may contact the City's EEO Office, ADA Coordinator, or the California Division of Labor Standards Enforcement/Labor Commissioner to file a complaint.